

**BY ORDER OF THE COMMANDER
OF THE 47TH FLYING TRAINING
WING**



AIR FORCE INSTRUCTION 36-2805

**AIR EDUCATION AND TRAINING
COMMAND SUPPLEMENT**

**LAUGHLIN AIR FORCE BASE
Supplement**

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Personnel

SPECIAL TROPHIES AND AWARDS

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*, and describes special trophies and awards programs sponsored by the United States Air Force (USAF) and by private organizations that seek Air Force participation. It applies to all active duty Air Force, Air Force Reserve (AFRES), Air National Guard (ANG) members and civilian employees paid through appropriated funds. It outlines how to nominate deserving individuals or units for these awards. Refer to Attachment 1 for glossary of abbreviations and acronyms. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. HQ AFPC/DPPPRS must coordinate all supplements. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. System of Records Notice F900 AF MP A, *Awards and Decorations*, applies. This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication is Title 44, United States Code (U.S.C.) 3101, *Records Management by Agency Heads, General Duties*; Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, November 22, 1943; and Title 10,

U.S.C. 8013, *Secretary of the Air Force*. System of records notice F011 AF A, Locator, Registration, and Postal Directory Files, applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.myaf.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include the following: chapter numbering, procedures, award names, and attachments. This supplement establishes the Quarterly/Annual Recognition Programs for the 47th Flying Training Wing to recognize those individuals and units assigned to Laughlin Air Force Base who made the most significant impact through exemplary performance of their duties during one of the four quarters or for the entire year. It provides nomination and selection procedures as well as committees to organize the Wing Quarterly Awards Luncheon, the Wing Annual Awards Banquet and outlines the selection process to nominate enlisted Airmen for the Twelve Outstanding Airmen of the Year (12 OAY) and Chief Master Sergeant of the Air Force Recognition programs.

(Added) Chapter 6

Responsibilities

6.1. 47 FTW/CC will:

6.1.2. Direct implementation of the program and approve all award winners.

6.2. 47 FTW/CV will:

6.2.2. Preside over 47 FTW Officer & Civilian quarterly/annual awards selection boards.

6.3. FTW/CCE will:

6.3.1. Send quarterly/annual award taskers to group, directorate and WSA secretaries and executive officers for action IAW suspenses outlined in the Wing Awards Schedule.

6.3.2. Accept and process nominations for the “XLer” award program.

6.3.3. Maintain a comprehensive record of all “XLer” coin recipients.

6.4. FTW/CCC will:

6.4.1. Manage the overall 47 FTW Quarterly/Annual Awards process.

6.4.2. Publish, each January, the Wing’s Quarterly/Annual Awards schedule establishing nomination package suspenses along with wing board and recognition ceremony dates.

6.4.3. Assist the 47 FTW/CCCA with coordinating the Wing’s quarterly/annual selection boards to include: approving board member nominations, providing necessary guidance and reviewing/verifying board results prior to 47 FTW/CC endorsement.

6.4.4. Brief Enlisted Board Presidents on procedures before board convening date.

6.4.5. Coordinate the selection and submission of all wing annual enlisted award winners to the 19th Air Force for the 12 Outstanding Airmen of the Year (OAY), Honor Guard Member (HGM), Honor Guard Program Manager (HGPM) and First Sergeant of the Year competition.

6.4.6. Establish and preside over the Wing Quarterly Awards Committees and Wing Annual Awards Banquet Committees.

6.4.7. Review this supplement on an annual basis.

6.5. 47 FTW/CCCA will:

6.5.1. Coordinate with 47 FTW/CCC to develop and provide all base agencies with a wing quarterly/annual awards schedule that includes all nomination package suspenses, selection board dates and proposed ceremony/banquet dates. The schedule must allow sufficient time to prepare and forward 47 FTW nominations to compete in the AETC Annual Awards Program.

6.5.2. Draft a message providing instructions and establishing all necessary suspenses for quarterly/annual awards. Forward the message to 47 FTW/CCE for action IAW para 6.3.1.

6.5.3. Coordinate the Wing's Officer/Civilian, Enlisted and Volunteer quarterly/annual selection boards to include solicitation of board members, collecting nomination packages and distributing packages to board members for scoring.

6.5.4. Prepare folders containing nomination packages for each category before the board convening date and send to each board president either via hard-copy or electronic means.

6.5.5. Obtain all award board results. Draft a memorandum identifying the winners for 47 FTW/CCC review prior to sending to the 47 FTW/CC for endorsement.

6.5.6. Coordinate with 47 FTW/PA to announce the date, time and location of the Wing Quarterly Awards Ceremony and/or Annual Awards Banquet.

6.5.7. Forward full name, rank and unit of all award winners to 47 FTW/PA no later than one duty day after the awards ceremony.

6.5.8. Represent the 47 FTW/CCC on all matters pertaining to the Wing Recognition Program.

6.5.9. Obtain/print certificates for the quarterly AMN, NCO, SNCO, CGO, FGO, Civ Cat I, Civ Cat II, Civ Cat III, Flight Chief, Flight CC, Instructor Pilot (IP), Honor Guard Member, Volunteer, Dorm Room, Team, Unit/Squadron, Make Every Dollar Count (MEDC) and Safety Well Done categories.

6.5.11. Assist 47 FTW/CCC with reviewing this supplement annually.

6.6. 47 FSS/FSMC or designated representative will:

6.6.1. Assist the 47 FTW/CV with establishing civilian award categories and selection criteria for quarterly/annual awards included in this instruction.

6.7. 47 FSS/FSFR will:

6.7.1. Provide Board President and preside over the Volunteer of the Quarter/Year selection boards. The board president will distribute packages to board members via hard-copy and conduct the board to determine a winner.

6.7.2. Forward results to the 47 FTW/CCCA on or before the announced wing suspense date.

6.8. 47 FSS/FSOH will:

6.8.1. Execute the Honor Guard Member of the Quarter/Year Award selection process IAW this supplement. Coordinate selection results with 47 MSG/CCC prior to forwarding to 47 FTW/CCCA on or before the announced wing suspense date.

6.8.2. Prepare and forward nomination packages for the Wing's HGM and HGPM of the Year. Coordinate with superintendents, first sergeants and/or supervisors to ensure members are not nominated for another category within the 12 OAY Program. Members can only be nominated for, and compete in, one category of the 12 OAY Program.

6.9. 47 FTW/SE will:

6.9.1. Determine the quarterly Aviation and Ground Safety Well Done Awards IAW AFI 36-2833, Safety Awards.

6.9.2. 47 FTW/SE will forward proposed winner(s) to 47 FTW/CCCA on or before the announced wing suspense date.

6.10. 47 CPTS/CC will:

6.10.1. Assist with determining the Make Every Dollar Count (MEDC) Award.

6.10.2. Forward the name of MEDC individual winner and team of the quarter to AETC/FM and 47 FTW/CCCA on or before the announced wing suspense date.

6.11. 47 FTW/CCP will:

6.11.1. Review and provide guidance on distinguished visitor invitations.

6.11.2. Establish distinguished visitor seating (head table).

6.11.3. Perform a final review of programs/scripts for Wing Quarterly Awards ceremonies and the Wing Annual Awards Banquet.

6.12. FTW/PA will:

6.12.1. Announce quarterly/annual award winners at www.laughlin.af.mil and available social media outlets such as Laughlin's Facebook page.

6.13. Group Commanders/Directors will:

6.13.1. Establish their own procedures for determining nominees in concert with the guidelines established in this supplement. Ensure nominees are made available for higher level selection programs and recognition ceremonies to the maximum extent practicable.

(Added)Chapter 7

Eligibility, Selection and Nomination Procedures

7.1. General.

7.1.1. Nominees in quarterly categories must be assigned to Laughlin AFB for a minimum of one-half (46 days) the nomination period to be eligible for consideration.

7.1.2. Nominees submitted for annual awards do not have to be quarterly award recipients. Individual quarterly/annual award winners from the previous quarter/year cannot be nominated

for the same category the following quarter/year. For example, the 2014 AMN of the Year cannot be submitted as a nominee for the 2015 AMN of the Year.

7.1.3. Nominees for quarterly/annual awards cannot be nominated for/compete in multiple categories. For example, the HGM of the Year nominee cannot also be nominated for AMN of the Year. The NCO of the Quarter nominee cannot be nominated for the Volunteer of the Quarter. Members are only allowed to compete in one category at a time.

7.1.4. Nominees will compete in the category for the grade they held during the majority of the award period. Quarterly nominees will compete in the category for the rank or grade they possessed the majority of the quarter (46 days). Annual nominees must be nominated and compete in the category of the rank or grade they possessed for the majority of the year (184 days).

7.1.5. Deployed Airmen assigned to the 47 FTW are eligible for any category if they meet all other criteria.

7.1.6. Military nominees must not have any negative quality force factors and must not be on, nor have been on, a control roster during any portion of the award period. Nominees must not be, nor have been, under investigation during any portion of the award period. Nominees must not have had an open/active unfavorable information file (UIF) or Article 15 during the award period. Nominees must have a current passing Air Force fitness score of 75 or higher, and must have maintained a passing score throughout the entire award period. Nominees on profile and unable to test may compete as long as their most current score meets AF standards. The nominee's professional appearance and military image must also be carefully considered by the nominating official.

7.1.6.1 First Sergeants will review nominees for any adverse actions during the award period.

7.1.7. Civilian nominees must meet performance standards, not have had disciplinary action pending or taken during the award period and must have received an acceptable performance appraisal.

7.1.8. Each Group Commander/Director may submit one nomination per recognition category.

7.1.9. Commanders on G-series orders and directors are not eligible to compete for individual quarterly/annual awards described in this publication.

7.1.10. AMN, NCO, SNCO, HGM, HGPM and First Sergeant of the Year nominees must meet AETC 12 Outstanding Airmen of the Year (12 OAY) eligibility requirements. These requirements are established and released annually by HHQ.

7.2. AMN, NCO, SNCO, CGO, FGO, Flight CC, IP, Unit/Squadron, Team, Volunteer and Civilian/Flight Chief of the Quarter/Year Nomination Procedures.

7.2.1. Submit quarterly/annual award nominations to 47 FTW/CCCA using the most-current version of the AF IMT 1206 on or before the established suspense date. Complete nomination packages in accordance with the format and instructions provided as attachments to this supplement. Narratives must be limited to accomplishments performed exclusively during the award period.

7.2.2. The AMN, NCO, SNCO, HGM, HGPM and First Sergeant of the Year winners will be submitted as the Wing's nominees to the AETC Annual Awards competition which incorporates the 12 OAY and CMSAF Recognition Programs.

7.3. AMN, NCO and SNCO of the Quarter/Year Selection Procedures.

7.3.1. Submit nominations using the most-current version of the AF IMT 1206. Follow the template and instructions located at Attachment 2, Figure 2.1.

7.3.2. The enlisted annual award categories will have six separate selection boards (AMN, NCO, SNCO, HGM, HGPM and First Sergeant of the Year). The First Sergeant of the Year, HGM and HGPM are further detailed in paragraphs 7.7 and 7.14 of this supplement. The annual awards for SNCO, HGM, HGPM and First Sergeant of the Year will be graded by the Group Superintendents, with the 47 FTW/CCC serving as the board president. The annual AMN and NCO categories will be handled as outlined in paragraph 7.4.3. All winners will be forwarded to HQ AETC to compete in the 12 OAY Awards Program.

7.3.3. The enlisted quarterly award categories will have three separate selection boards (AMN, NCO and SNCO) consisting of at least four Airmen who are senior in rank to all nominees. Significant effort will be made to ensure groups are equally represented in all boards. The individual quarterly board will be structured as follows:

7.3.3.1. AMN Board - Three NCOs plus one MSgt as board president and one civilian from the board president's group equal to GS-7 or higher.

7.3.3.2. NCO Board - Three SNCOs plus one SMSgt as board president and one civilian from the board president's group equal to GS-9 or higher.

7.3.3.3. SNCO Board - Three SNCOs (a minimum of two will be CMSgts). The board president will be the 47 FTW/CCC or designated representative.

7.3.4. All AF IMT 1206 nomination packages will be received and individually scored by board members prior to the board convening.

7.3.5. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet (Attachment 3, Figure 3.1), based on the total score for each nominee. The board president will use Attachment 3, Figure 3.5, Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker.

7.4. CGO and FGO of the Quarter/Year Selection Procedures.

7.4.1. Submit nominations using the most-current version of the AF IMT 1206. Follow the template and instructions located at Attachment 2, Figure 2.1.

7.4.2. The quarterly CGO/FGO selection board structure will at a minimum consist of one colonel (board president) and three field grade officers or civilian-grade equivalent.

7.4.3. The annual CGO/FGO selection board will be chaired by the 47 FTW/CV.

7.4.4. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet (Attachment 3, Figure 3.1), based on the total score for each nominee. The board president will use Attachment 3, Figure 3.5, Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker.

7.5. Civilian of the Quarter/Year Categories I, II, III and Flight Chief Selection Procedures.

7.5.1. Submit nominations using the most-current version of the AF IMT 1206. Follow the template and instructions located at Attachment 2, Figure 2.2.

7.5.2. The quarterly civilian selection board at a minimum consists of one colonel (board president) and three field grade officers or civilian grade equivalent.

7.6.2.1. The annual civilian selection board will be chaired by the 47 FTW/CV.

7.5.3. Each Group Commander or Director may submit one nominee in each of the following categories:

7.5.3.1. Civilian Category I (Junior Level): GS-1 thru GS-6, WG/WL/WS-1 thru 6 and NF-1 & 2 or equivalent.

7.5.3.2. Civilian Category II (Intermediate Level): GS-7 thru GS-9, WG/WL/WS-7 thru 11 and NF-3 or equivalent.

7.5.3.3. Civilian Category III (Senior Level): GS-10 & above, WG/WL/WS-12 & above and NF-3 supervisory NF-4 or equivalent.

7.5.3.4. Flight Chief: Any person who holds the title of "Flight Chief" regardless of grade.

7.5.4. Nominations will be evaluated on nature of the achievement, development of techniques or procedures that significantly increased mission effectiveness and breadth of impact to the Wing mission.

7.5.5. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank order each nominee in the "Standing" column of the score sheet (Attachment 3, Figure 3.2), based on the total score for each nominee. The board president will use Attachment 3, Figure 3.5, Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker.

7.6. First Sergeant of the Year Nomination & Selection Procedures.

7.6.1. The First Sergeant of the Year Award is part of the CMSAF Recognition Program. Commanders submit their First Sergeant of the Year nominations to the 47 FTW/CCCA in accordance with instructions provided by HQ AETC.

7.6.2. All first sergeants assigned to the 47 FTW that meet eligibility requirements will be considered for the First Sergeant of the Year Award (see AFI 36-2805, para 3.11.).

7.6.3. The First Sergeant of the Year selection board will be comprised of the Group Chiefs with the 47 FTW/CCC serving as the board president.

7.6.4. Selection board members will evaluate each nominee on his/her individual merit derived from the AF IMT 1206 nomination packages.

7.6.5. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet (Attachment 3, Figure 3.1), based on the total score for each nominee. The board president will use Attachment 3, Figure 3.5, Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker.

7.7. Flight Commander of the Quarter/Year Nomination & Selection Procedures.

7.7.1. The Flight Commander of the Quarter/Year will be determined through a selection board process consistent with the CGO/FGO of the Quarter/Year selection board process outlined in paragraph 7.5. Only military members are eligible to compete for this award.

7.7.2. Commanders submit nominations for Flight Commander of the Quarter/Year to the 47 FTW/CCCA on an AF IMT 1206 in accordance with format and instructions provided in Attachment 2, Figure 2.1.

7.7.3. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank order each nominee in the "Standing" column of the score sheet (Attachment 3, Figure 3.1), based on the total score for each nominee. The board president will use Attachment 3, Figure 3.5, Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker.

7.8. Unit/Squadron of the Quarter/Year Award Nomination & Selection Procedures.

7.8.1. This award recognizes the unit or squadron that provided the most significant and recognizable contributions to the mission and the members of Team XL.

7.8.2. Commanders/Directors submit nominations for Unit/Squadron of the Quarter/Year to the 47 FTW/CCCA on an AF IMT 1206 in accordance with format and instructions provided in Attachment 2, Figure 2.3. Each Group Commander or Director may submit one unit/squadron per quarter/year. Quarterly nominations will consist of 10 single-line bullets. Annual nominations will contain 15 single-line bullets. Packages are evaluated by the 47 FTW/CC, CV and CCC with the 47 FTW/CC ultimately selecting the winner.

7.8.3. The recipient of this award is chosen based on how well the unit/squadron contributed to and/or improved the ability of the base and community partners to accomplish the Wing and AF mission.

7.9. Team of the Quarter/Year Award Nomination & Selection Procedures.

7.9.1. This award recognizes the team that provided the most significant and recognizable contributions to the mission and the members of Team XL. A team consists of between three and fifteen eligible candidates (military and/or civilian). Exceptions should be routed through the 47 FTW/CCC for consideration.

7.9.2. Commanders/Directors submit nominations for Team of the Quarter/Year to 47 FTW/CCCA on an AF IMT 1206 in accordance with format and instructions provided in Attachment 2, Figure 2.3. Each group commander or director may submit one team per quarter/year. Quarterly nominations will consist of 10 single-line bullets. Annual nominations will contain 15 single-line bullets. Packages are evaluated by the 47 FTW/CC, CV and CCC with the 47 FTW/CC ultimately selecting the winner.

7.9.3. The recipient of this award is chosen based on how well the team contributed to and/or improved the Wing's mission.

7.10. Instructor Pilot of the Quarter/Year Award Nomination & Selection Procedures.

7.10.1. The 47 OG will develop an internal process to select award winners.

7.10.2. The 47 OG will submit a list of nominees and selected winner to the 47 FTW/CCCA on or before the announced wing suspense date.

7.11. Volunteer of the Quarter/Year Nomination & Selection Procedures.

7.11.1. The purpose of the Volunteer of the Quarter/Year Award is to provide recognition to outstanding volunteers at Laughlin AFB.

7.11.2. Quarterly/Annual nominations are open to active duty, civilians, retirees and their family members.

7.11.3. Submit Volunteer of the Quarter/Year Award nominations to 47 FTW/CCCA on the most-current version of the AF IMT 1206 in accordance with the format and instructions provided in Attachment 2, Figure 2.4.

7.11.4. Organizations can submit more than one nomination for the award period.

7.11.5. 47 FTW/CCCA will consolidate and provide the nomination packages to the board president.

7.11.6. The Volunteer of the Quarter/Year selection board will be comprised of six members (GS-9/TSgt/Capt or above) with one member from the Airman & Family Readiness Center serving as the board president.

7.11.6.1. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet (Attachment 3, Figure 3.3), based on the total score for each nominee. The board president will use Attachment 3, Figure 3.5, Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker.

7.11.6.2. The Board President will forward completed score sheets to the 47 FTW/CCCA for 47 FTW/CC approval.

7.12. Key Spouse of the Quarter Nomination & Selection Procedures.

7.12.1. The purpose of this award is to recognize the critical role Key Spouses play in the wing/unit/organization's mission success; enhance command Key Spouses visibility and accomplishments; encourage units to recognize Key spouses' outstanding accomplishments and contributions to overall mission accomplishment; and motivate Key Spouses to strive for meaningful connections within communities.

7.12.2. Quarterly nominations will be a current Key Spouse and be engaged in activities that support unit families and the unit's ability to support the mission.

7.12.3. Commanders/Directors submit nominations for Key Spouse of the Quarter to 47 FTW/CCCA on an AF IMT 1206 in accordance with format and instructions provided in Attachment 2, Figure 2.5. Each group commander or director may submit one Key Spouse per quarter. Quarterly nominations will consist of 5 bullets. Packages are evaluated by the 47 FTW/CC, CV, CCC and Airman & Family Readiness with the 47 FTW/CC ultimately selecting the winner.

7.12.4. Commanders submit their Key Spouse of the Year nominations to the 47 FTW/CCCA in accordance with instructions provided by HQ AETC.

7.12.5. The recipient of this award is chosen based on how well the Key Spouse contributed to and/or improved the Wing's mission.

7.13. Aviation and Ground Safety Quarterly Well Done Award Nomination & Selection Procedures.

7.13.1. The purpose of this award is to recognize exceptional effort in the areas of ground and flight safety.

7.13.2. Supervisors will submit nominations for this award to the Chief of Safety on the most-current version of the AF IMT 1206. Follow guidelines in AFI 36-2833, Safety Awards.

7.13.3. Quarterly award winners will be determined by the Chief of Safety and safety office staff.

7.13.4. The Chief of Safety will forward names of selected winner(s) to the 47 FTW/CCCA for 47 FTW/CC approval.

7.14. Honor Guard Member (HGM) of the Quarter/Year and HG Program Manager (HGPM) of the Year Nomination & Selection Procedures.

7.14.1. All active Honor Guard Airmen are eligible and can be considered for quarterly and annual recognition. Group Commander or Director nominations are not required for this category of award. 47 FSS/FSOH will coordinate nomination and selection with nominee's primary duty organization to ensure no negative quality indicators exist and that members

have not been nominated to compete in another award category.

7.14.2. The 47 FSS/FSOH will identify nominees by weighing all active honor guard Airmen against pre-established selection criteria identified in 47 FSS OI 34-242.

7.14.3. Nomination packages for quarterly awards are not required. HGM shall be selected following a performance-based board evaluation.

7.14.4. The HGM quarterly awards will be determined by the HGPM, Honor Guard NCOIC and at least one Group Chief. The HGM winner from the previous quarter will serve as an advisor to the board and cannot compete. The MSG/CCC, or designated representative, will serve as the board president for quarterly boards. The 47 FTW/CCC will serve as the board president for annual award selection.

7.14.5. The HGM and HGPM of the Year Awards are part of the CMSAF recognition program and winners are recognized at AETC and higher headquarters. 47 FSS/FSO will prepare HGM and HGPM of the Year nominations in accordance with annual guidance received from AETC.

7.14.6. Nomination packages for annual awards will be received and individually scored by board members prior to the board convening. HGM of the Year selection will be based on the members' nomination packages combined with performance-based board evaluations. HGPM of the Year selection will be based solely on the nomination package.

7.14.7. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet (Attachment 3, Figure 3.4), based on the total score for each nominee. The board president will use Attachment 3, Figure 3.5, Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker.

7.15. Make Every Dollar Count (MEDC) Innovation Individual/Team Quarterly/Annual Award Nomination & Selection Procedures.

7.15.1. This award recognizes one individual or team (no more than 8 members) who contributed to Air Education and Training Command (AETC) strategic objectives and demonstrated measurable cost savings and or improved financial efficiencies. Nominations may be selected from Active Duty, Reserve or Air National Guard military members, DoD Civilians and NAF employees.

7.15.2. Submit nominations to 47 FTW/CCCA utilizing the most-current electronic version of the AF IMT 1206 in accordance with format and instructions provided in Attachment 2, Figure 2.6.

7.15.3. 47 FTW/CCCA will route nominations for scoring by the 47 FTW/CC, CV, CCC and 47 CPTS/CC. One individual and one team winner will be selected.

7.15.4. 47 FTW/CPTS will forward individual and team winners to compete at AETC.

7.16. Dorm Room of the Quarter Nomination & Selection Procedures.

7.16.1. The 47 FTW/CC is responsible for the enlisted dormitory inspection program and tasks each Group Commander and Director to conduct quarterly dorm room inspections. The groups and directorates each select their top room to compete during the wing-level inspection.

7.16.2. Squadron commanders or designated representatives will conduct room inspections each quarter using the checklist maintained by the Airman Dorm Leader (ADL). This inspection will

be conducted NLT the 15th day of the last month of the quarter. The commander will select a dormitory room to compete during the Group Commander's or Director's quarterly inspection. Results of the inspection will be forwarded to the appropriate First Sergeant.

7.16.3. The respective First Sergeant will coordinate with Group Commanders and Directors to schedule the quarterly dormitory room inspection. The quarterly dormitory room inspection will be conducted NLT the last week of the last month of the quarter. The First Sergeant will accompany their respective Group Commanders/Director when inspecting the rooms. Each Group Commander/Director will select a room as their "best of the best" to compete during the Wing inspection. The First Sergeant will forward this information to 47 FTW/CCCA.

7.16.4. The 47 FTW/CCCA will forward the group winners to 47 FTW/CCC and coordinate with the first sergeants to establish date and time for the wing inspections.

7.16.5. The 47 FTW/CC and 47 FTW/CCC, accompanied by a designated First Sergeant, will conduct the quarterly dormitory room inspections. The winner will be announced during the Wing Quarterly Awards Ceremony.

7.17. "XLer" Award Nomination & Selection Procedures.

7.17.1. The purpose of the "XLer" Award is to provide immediate public recognition to outstanding performers each week at Laughlin AFB. Military, DoD Civilian and NAF employees may be recognized through this program.

7.17.2. Commanders and supervisors will submit nominations for the "XLer" Award. Nominations must be coordinated through the respective Group Commander or Director and are due to 47 FTW/CCE by 1600 on Wednesday of the week prior to the award presentation.

7.17.3. Submit three to five single-line bullets on the most-current version of AF IMT 1206. Describe why the individual should be recognized. The award period is limited to 30 days prior to the submission date. Performance outside the 30-day window will not be considered. Accomplishments can be duty or community-service related, but should focus on how the nominee's performance made a positive impact on the mission and Team XL.

7.17.4. Nominees must meet requirements in paragraph 7.1 for the award period.

7.17.5. The 47 FTW/CC will select the recipients of "XLer" awards. The 47 FTW/CC and 47 FTW/CCC, or their designated representatives, will visit the winner's work section to present the award.

(Added)Chapter 8 Board Procedures

8.1. General.

8.1.2. All boards will begin on time at their respective location. Approximately 1 week prior to convening, the 47 FTW/CCCA will publish board times, locations and schedules for each award period.

8.2. Convening Authorities are as follows:

8.2.1. 47 FTW/CV will be the convening authority for CGO, FGO, Flight Commander and Civilian Boards.

8.2.2. 47 FTW/CCC will be the convening authority for all Enlisted Boards (AMN, NCO, SNCO, First Sergeant).

8.2.3. 47 FSS/FSFR will be the convening authority for Volunteer and Key Spouse Boards.

8.3. Board President Responsibilities.

8.3.1. Contact board members to notify them of any additional requirements.

8.3.2. Ensure all members are properly briefed and that the board proceeds IAW this supplement.

8.3.3. Ensure the room is set up properly prior to the start of the board.

8.3.4. Attempt to resolve significant differences between any board members' final rankings.

8.3.5. In the event of a tie, where no other unbiased means of breaking the tie can be determined, the board president will cast the tie-breaking vote.

8.3.6. Ensure all board members sign a summary of proceedings prior to dismissing the board.

8.3.7. Collect all materials (binders & score sheets) from board members and return to 47 FTW/CCCA. Board members may not keep, copy or distribute AF IMT 1206s.

8.3.8. Prepare a summary of the board proceedings and route this document back to the 47 FTW/CCCA. See Attachment 3, Figure 3.5.

8.3.9. Inform board members not to discuss board results with anyone.

8.4. Board Member Responsibilities.

8.4.1. Be consistent when scoring each AF IMT 1206. Apply the same criteria and/or considerations to each package. Evaluate fairly and equitably using the same set of standards for each nominee.

8.4.2. Determine which nominee is the most deserving of the recognition and will best represent the unit/Wing at the next level of competition.

8.4.3. Complete scoring of 1206s prior to the board meeting.

8.4.4. Do not to discuss the board results with anyone other than the board president.

(Added)Chapter 9

Award Presentations

9.1. General.

9.1.1. Quarterly award nominees and winners will be recognized during a morning breakfast or afternoon luncheon ceremony.

9.1.2. Annual award nominees and winners will be recognized during an evening banquet.

9.1.3. Winners will receive their respective award at the ceremony/banquet. Every effort must be made to ensure all nominees are present.

9.2. Dress.

9.2.1. Dress for the Quarterly Awards Ceremony will be uniform of the day for all attendees.

9.2.2. Dress for the Annual Awards Banquet will be mess-dress or semi-formal for military. Civilians will wear business or formal evening attire.

9.3. Recognition Committees.

9.3.1. The 47 FTW/CCC will select a first sergeant (on a rotational basis) as the committee chair for the Quarterly Awards Ceremony. The committee chair is responsible for acquiring the necessary volunteers to help execute the luncheon.

9.3.2. The 47 FTW/CCC will select the committee chair(s) for the Annual Awards Banquet. The committee chair(s) is/are responsible to establish appropriate subcommittees and solicit adequate volunteers to execute the banquet.

9.3.3. The committees are responsible for coordinating the four Quarterly Awards Ceremonies and the Annual Awards Banquet for each calendar year. The 47 FTW/CCC will provide guidance and oversight for both.

THOMAS B. SHANK, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2618, Enlisted Force Structure, 27 February 2009

AFI 36-2833, Safety Awards, 31 October 2012

AF Form 847, Recommendation for Change of Publication, 22 September 2009

Acronyms

ADL – Airman Dorm Leader

CGO – Company Grade Officer

CMSAF – Chief Master Sergeant of the Air Force

FGO – Field Grade Officer

HG – Honor Guard

HGM – Honor Guard Member

HGPM – Honor Guard Program Manager

IDS – Integrated Delivery System

IP – Instructor Pilot

NAF – Non-appropriated Funds

OAY – Outstanding Airman of the Year

WSA – Wing Staff Agencies

(Added)Attachment 5

AIR FORCE IMT 1206 EXAMPLES

Figure A5.1. Enlisted/Officer Nomination.

NOMINATION FOR AWARD		
AWARD (SEE NOTE 1)	CATEGORY (If Applicable) (SEE NOTE 2)	AWARD PERIOD (SEE NOTE 3)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John E. Doe		MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE 3E571/Engineering Craftsman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-2222 & COMM: (402) 225-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 47 CES/CEPT/251 Fourth Street/Laughlin AFB/TX/78843		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Jane E. Doe/DSN: 225-2222 & COMM: (402) 225-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Quarterly/Annual Award nomination packages will consist of no more than 10 lines (7-3) including required headings on the AF IMT 1206.</p> <p>AMN/NCO/SNCO Annual Award nomination packages will consist of 30 lines including required headings (18-6-6) or as specified by HHQ instructions.</p> <p>Both quarterly and annual packages will have the following two headings:</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (90%) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.</p> <p>OTHER: (10%) Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.</p> <ul style="list-style-type: none"> - Use single-line bullet format - Include only accomplishments that were completed during the period of the award - Emphasis should be placed on results and impact of each accomplishment - 1206s shall be filled out IAW this example, specifically the top portion and spacing between headings <p>Notes:</p> <ol style="list-style-type: none"> 1. Wing Quarterly: 47 FTW Quarterly Awards; Wing Annual: 47 FTW Annual Awards 2. Enter: AMN, NCO, SNCO, CGO, FGO, Flight CC, or Instructor Pilot 3. Quarterly: 1 Jan XX - 31 Mar XX; 1 Apr XX - 30 Jun XX; 1 Jul XX - 30 Sep XX; 1 Oct XX - 31 Dec XX Annual: 1 Jan XX - 31 Dec XX <p>* Acronyms may be used if defined at the bottom of the AF IMT 1206. Do not carry over to a second page. * HHQ guidance may prohibit use of acronym lists and/or alter the number of bullets required. * For awards sent to HHQ, follow instructions as outlined in TMT taskers.</p>		

Figure A5.2. Civilian Award Nomination.

NOMINATION FOR AWARD		
AWARD (SEE NOTE 1)	CATEGORY (If Applicable) (SEE NOTE 2)	AWARD PERIOD (SEE NOTE 3)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-09/Larry B. Smith		MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE Budget Analyst	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-2222 & COMM: (402) 225-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 47 CES/CEPT/251 Fourth Street/Laughlin AFB/TX/78843		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Jane E. Doe/DSN: 225-2222 & COMM: (402) 225-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Quarterly/Annual Award nomination packages will consist of no more than 11 lines (7-2-2) including required headings on the AF IMT 1206.</p> <p>Both quarterly and annual packages will have the following three headings:</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (90%) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include on-duty training accomplishments and qualifications earned as well as results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., Civilian of the Quarter, Maintenance Professional of the Year, XL'er of the Week, etc.</p> <p>SPECIAL JOB-RELATED ACCOMPLISHMENTS: (5%) Describe significant additional duties and accomplishments not related to primary duties and responsibilities. Include any new initiatives or techniques developed by the nominee that positively impacted the unit or mission. Show how the nominee developed or improved skill related to primary duties; e.g., formal training, on-the-job training, certification, off-duty education related to primary duties, etc.</p> <p>OTHER: (5%) Off-duty education; e.g., classes, course, degree enrollment and or completion, grade point average, formal training. Achievements in professional/cultural societies and community activities performed. Define scope and impact of the nominee's positive leadership and involvement in both the Laughlin and local community. Include leadership, membership or participation in unit advisory councils, professional organizations, associations and events; e.g., quarterly award committee member, Sunday school teacher, youth basketball coach, etc.</p> <ul style="list-style-type: none"> - Use single-line bullet format - Include only accomplishments that were completed during the period of the award - Emphasis should be placed on results and impact of each accomplishment - 1206s shall be filled out IAW this example, specifically the top portion and spacing between headings <p>Notes:</p> <ol style="list-style-type: none"> 1. Wing Quarterly: 47 FTW Quarterly Awards; Wing Annual: 47 FTW Annual Awards 2. Enter: Civilian CAT I, Civilian CAT II, Civilian CAT II or Flight Chief 3. Quarterly: 1 Jan XX - 31 Mar XX; 1 Apr XX - 30 Jun XX; 1 Jul XX - 30 Sep XX; 1 Oct XX - 31 Dec XX Annual: 1 Jan XX - 31 Dec XX <p>* Acronyms may be used if defined at the bottom of the AF IMT 1206. Do not carry over to a second page. * HHQ guidance may prohibit use of acronym lists and/or alter the number of bullets required. * For awards sent to HHQ, follow instructions as outlined in TMT tasks.</p>		

Figure A5.3. Squadron/Unit/Team Award Nomination.

NOMINATION FOR AWARD		
AWARD 47th FTW Squadron/Unit/Team of the Quarter or Year	CATEGORY (If Applicable) N/A	AWARD PERIOD (SEE NOTE 1)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Name of Squadron/Unit/Team		MAJCOM, FQA, OR DRU AETC
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) N/A	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 47 CES/CEPT/251 Fourth Street/Laughlin AFB/TX/78843		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Jane E. Doe/DSN: 225-2222 & COMM: (402) 225-2222		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Quarterly Award nomination packages will consist of 10 bullets on the AF IMT 1206. Annual Award nomination packages will consist of 15 bullets on the AF IMT 1206. No heading(s) required.</p> <ul style="list-style-type: none"> - - - - - - - - - - <p>INDIVIDUALS INVOLVED AND DAYS ASSIGNED: (Fill in info below for Team Award nominations only) Last Name, First Name MI, Rank; XX days</p> <ul style="list-style-type: none"> - Use single-line bullet format - Include only accomplishments that were completed during the period of the award - Emphasis should be placed on results and impact of each accomplishment - 1206s shall be filled out IAW this example...ensure Team Award includes member info listed above <p>Note 1: - Quarterly: 1 Jan XX - 31 Mar XX; 1 Apr XX - 30 Jun XX; 1 Jul XX - 30 Sep XX; 1 Oct XX - 31 Dec XX - Annual: 1 Jan XX - 31 Dec XX</p> <p>* Acronyms may be used if defined at the bottom of the AF IMT 1206. Do not carry over to a second page.</p>		

Figure A5.4. Volunteer Award Nomination.

NOMINATION FOR AWARD		
AWARD 47 FTW Volunteer of the Quarter or Year	CATEGORY (If Applicable) N/A	AWARD PERIOD (SEE NOTE 1)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt/John Q. Smith	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE Budget Analyst	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-2222 & COMM: (402) 225-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 47 CES/CEPT/251 Fourth Street/Laughlin AFB/TX/78843		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Jane E. Doe/DSN: 225-2222 & COMM: (402) 225-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Quarterly Award packages will consist of no more than 5 bullets under the headings on the AF IMT 1206. Annual Award packages will consist of no more than 10 bullets under the heading on the AF IMT 1206. Both quarterly and annual packages will have the following three heading:</p> <p>CONTRIBUTIONS MADE & HOW ORGANIZATION LED, ORGANIZED & BENEFITED</p> <p>Provide descriptive example of specific volunteer activities performed by the individual. Indicate level of support provided; e.g. chaired, assisted, worked, etc. Quantify the impact that the individual's contribution had on the organization or community supported.</p> <ul style="list-style-type: none"> - Use single-line bullet format - Include only accomplishments that were completed during the period of the award - Emphasis should be placed on results and impact of each accomplishment - 1206s shall be filled out IAW this example, specifically the top portion and spacing between headings <p>Note 1:</p> <ul style="list-style-type: none"> - Wing Quarterly: 47 FTW Quarterly Awards; Wing Annual: 47 FTW Annual Awards - Quarterly: 1 Jan XX - 31 Mar XX; 1 Apr XX - 30 Jun XX; 1 Jul XX - 30 Sep XX; 1 Oct XX - 31 Dec XX - Annual: 1 Jan XX - 31 Dec XX <p>* Acronyms may be used if defined at the bottom of the AF IMT 1206. Do not carry over to a second page.</p> <p>* HHQ guidance may prohibit use of acronym lists and/or alter the number of bullets required.</p> <p>* For awards sent to HHQ, follow instructions as outlined in TMT taskers.</p>		

Figure A5.5. Key Spouse Nomination.

NOMINATION FOR AWARD		
AWARD 47 FTW Key Spouse of the Quarter	CATEGORY (If Applicable) N/A	AWARD PERIOD (SEE NOTE 1)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt/John Q. Smith	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE Budget Analyst	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-2222 & COMM: (402) 225-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 47 CES/CEPT/251 Fourth Street/Laughlin AFB/TX/78843		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Jane E. Doe/DSN: 225-2222 & COMM: (402) 225-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <p>Quarterly Award packages will consist of no more than 5 bullets under the headings on the AF IMT 1206.</p> <p>**Note** Commanders submit their Key Spouse of the Year nominations to the 47 FTW/CCCA in accordance with instructions provided by HQ AETC.</p> <p>Quarterly packages will have the following three heading:</p> <p>CONTRIBUTIONS TO WING/UNIT MISSION SUCCESS Provide descriptive example of specific activities that contributed to overall mission accomplishment performed by the individual. Indicate level of support provided; e.g. chaired, assisted, worked, etc. Quantify the impact that the individual's contribution had on the organization or community supported.</p> <ul style="list-style-type: none"> - Use single-line bullet format - Include only accomplishments that were completed during the period of the award - Emphasis should be placed on results and impact of each accomplishment - 1206s shall be filled out IAW this example, specifically the top portion and spacing between headings <p>Note 1:</p> <ul style="list-style-type: none"> - Wing Quarterly: 47 FTW Quarterly Awards; Wing Annual: 47 FTW Annual Awards - Quarterly: 1 Jan XX - 31 Mar XX; 1 Apr XX - 30 Jun XX; 1 Jul XX - 30 Sep XX; 1 Oct XX - 31 Dec XX - Annual: 1 Jan XX - 31 Dec XX <p>* Acronyms may be used if defined at the bottom of the AF IMT 1206. Do not carry over to a second page. * HHQ guidance may prohibit use of acronym lists and/or alter the number of bullets required. * For awards sent to HHQ, follow instructions as outlined in TMT taskers.</p>		

Figure A5.6. Make Every Dollar Count Award Nomination.

NOMINATION FOR AWARD		
AWARD AETC MEDC INNOVATION AWARD		CATEGORY (if Applicable) INDIVIDUAL/TEAM
		AWARD PERIOD 1 Jan 14 - 31 Dec 14
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MAJOR/MONEY E. SAVER (OR NAME OF TEAM LEAD)		MAJCOM, FCA, OR DRU AETC
DAFSC/DUTY TITLE 65F4/ANALYST (OR TEAM NAME)		NOMINEE'S TELEPHONE (DSN & Commercial) 487-3197 & (210) 652-3197
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE AETC/FMAOL/1851 1ST STREET EAST, SUITE 1/JBSA-RANDOLPH/TX/78150-4315		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) FINANCIAL/TIME SAVINGS BENEFIT - How much measurable cost savings? - Does it create measurable financial efficiencies? - What is the overall financial benefit to the taxpayer? SCOPE OF IMPACT - Will it make a fundamental change in processes or simply a minor adjustment? - Will it impact multiple operational areas or just one specific area? - Will it lead to more potential uses / applications within other functions of the organization? - Can the development approach be applied to similar problems / opportunities / facilities? - Could it lead to changes in how Air Force processes are executed? PRACTICALITY OF IMPLEMENTATION/BENEFITS to AF RELATIONSHIPS with STAKEHOLDERS - Will it be readily integrated into existing systems? - Will it be cost-effective to implement? - Does its implementation present any risk / uncertainty to ongoing operations? - Is it specific to one MAJCOM or specialty or could it be applied across AF enterprise? NOTE: Any combination of 12 lines total for annual award excluding headers NOTE: List names of team members on reverse of form ACRONYMS: MEDC- Make every dollar count		

Figure A5.7. Honor Guard Member or Program Manager.

NOMINATION FOR AWARD		
AWARD 47 FTW Annual Awards	CATEGORY (If Applicable) (SEE NOTE)	AWARD PERIOD 1 Jan XX - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John E. Doe		MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE 3E571/Engineering Craftsman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-2222 & COMM: (402) 225-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 47 CFS/CEPT/251 Fourth Street/Laughlin AFB/TX/78843		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Jane E. Doe/DSN: 225-2222 & COMM: (402) 225-2222		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>All submissions will be completed on the AF Form 1206 and are limited to single-spaced, size 12 font, bullet format description of the individual's accomplishments during the award year. The headings will be divided into two categories: (1) Leadership and Job Performance in Honor Guard Duties (20 lines), (2) Significant Self-Improvement to Military Funeral Honors & Ops (8 lines). Examples of accomplishments include, but are not limited to: nominees' participation and impact on ceremonies, participation in training opportunities as an instructor or student, and programs initiated by nominee that contributed significantly to the Honor Guard mission.</p> <p>Base Honor Guard Member of the Year Award. This award recognizes the base-level Honor Guard member who has made the most significant contribution in the area of military honors and ceremonies at base-level programs. All enlisted base-level Honor Guard members, to include ANG and AFRC members, are eligible for this award.</p> <p>Base Honor Guard Program Manager of the Year. This award recognizes the enlisted base-level Program Manager who has made the most significant contribution in the area of Base Honor Guard program management. All base-level Honor Guard Program Managers, to include ANG and AFRC members, are eligible for this award.</p> <p>LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES: Annual - 20 lines including heading</p> <p>SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS: Annual - 8 lines including heading</p> <ul style="list-style-type: none"> - Use single-line bullet format - Include only accomplishments that were completed during the period of the award - Emphasis should be placed on results and impact of each accomplishment - 1206s shall be filled out IAW this example, specifically the top portion and spacing between headings <p>Note: Enter HG Member or HG Program Manager</p> <p>* HHQ guidance may prohibit use of acronym lists; use common acronyms only. * Follow instructions as outlined in TMT taskers.</p>		

Figure A5.8. XLER of the Week Nomination

NOMINATION FOR AWARD		
AWARD XLER of the Week	CATEGORY (If Applicable)	AWARD PERIOD 18-22 November 2013
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA/Doe, John J.	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE Aircraft Maintenance Journeyman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 732-xxxx & Commercial: (830) 298-xxxx	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE XX SQ/DOT/570 Barnes Street Suite 1/Laughlin Air Force Base/Texas/78843-5222		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/John J. Smith/DSN: 732-xxxx & Commercial: 830-298-xxxx		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <ul style="list-style-type: none"> - Bullet statement format; 3-5 bullets, standard award nomination 1206 format...standardize ellipses/semicolons - Mirror award/OPR/EPR flow...attempt to keep formatting of "action...result...impact"...helps w/standardization - Nominations can be for sustained performance over a period of time or for a single, high-impact event/program - Intent of the program is to recognize our unsung stars and outstanding performers...Team XL mission movers! - Wing CC and Command Chief will present the award to the winner, generally on Wednesday afternoons/1430 		
ACRONYMS: List any acronyms used OPR: Officer Performance Report EPR: Enlisted Performance Report		

(Added) Attachment 6
BOARD MEMBER/PRESIDENT SCORE SHEETS

Figure A6.1. Enlisted & Officer Award Board Member Score Sheet.

BOARD MEMBER SCORE SHEET					
Board Member: _____ (Printed Name)					
Category	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5
Leadership and Job Performance in Primary Duty (90%)					
Other (10%)					
Total Score (Sum of Above Sections)					
Rank Order of Nominees Based on Total Score (Highest Score = #1)					
Nominee Standing Among Group					
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 30%;">X</div> <div style="border: 1px solid black; padding: 5px; width: 60%;"> Board Member Signature (sign above) </div> </div>					

Figure A6.2. Civilian Categories I, II, III and Flight Chief Award Board Member Score Sheet.

BOARD MEMBER SCORE SHEET					
Board Member _____ (Printed Name)					
Category	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5
Leadership and Job Performance in Primary Duty (90%)					
Special Job-Related Accomplishments (5%)					
Other (5%)					
Total Score (Sum of Above Sections)					
Rank Order of Nominees Based on Total Score (Highest Score = #1)					
Nominee Standing Among Group					
X					
Board Member Signature (sign above)					

Figure A6.3. Volunteer/Key Spouse Award Board Member Score Sheet.

BOARD MEMBER SCORE SHEET					
Board Member _____ (Printed Name)					
Category	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5
Contributions Made & How Organization Led, Organized & Benefited from the Contributions (100%)					
Rank Order of Nominees Based on Total Score (Highest Score = #1)					
Nominee Standing Among Group					
X					
Board Member Signature (sign above)					

Figure A6.4. Honor Guard Award Board Member Score Sheet.

BOARD MEMBER SCORE SHEET					
Board Member _____ (Printed Name)					
Performance	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5
Group Performance					
Overall appearance compared to peers (10%)					
Ability to perform movements as compared to peers (10%)					
Overall point & composure, to include reporting statement (10%)					
Individual Performance					
Movement, Precision & Confidence (60%)					
Questions/Answers (10%)					
Performance Score					
I206 Nomination Package					
Leadership & Job Performance in Honor Guard Duties (70%)					
Significant Self-Improvement to Military Funeral Honors & Ops (30%)					
Package Score					
Total Score (Performance + Package)					
Rank Order of Nominees Based on Total Score (Highest Score = #1)					
Nominee Standing Among Group					
<div style="border: 1px solid black; padding: 5px;"> X Board Member Signature (sign above) </div>					

SUMMARY OF BOARD PROCEEDINGS					
Board President _____ (Printed Name)					
Board Member's Rankings from Standing Column on Board Member Score Sheet (Print Names)					
Board Members	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5
Total Score (Add each nominee's ranking)					
Board Standing (Lowest total = #1 standing)					
Board President's Ranking (Only used during a tie)					
Final Standing					
X		X		X	
Board President's Signature (sign above)		Board Member's Signature (sign above)		Board Member's Signature (sign above)	
X		X		X	
Board Member's Signature (sign above)		Board Member's Signature (sign above)		Board Member's Signature (sign above)	